



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT MICROCOMPUTER CONTROLS	POLICY NO. 302.1	EFFECTIVE DATE 10/01/89	PAGE 1 of 1
APPROVED BY: Original signed by: ROBERTO QUIROZ Director	SUPERSEDES 302.1 7/13/89	ORIGINAL ISSUE DATE 7/13/89	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide controls ensuring the security of Department of Mental Health (DMH) microcomputer hardware, software, and data, including sensitive and confidential client information.

POLICY

- 2.1 It shall be the responsibility of the Bureau Director, District/Division Chief or Program Head where the microcomputer is located for implementing, monitoring and enforcing these policies and procedures.
- 2.2 The MIS Microcomputer Applications Unit (MAU) shall coordinate and provide technical assistance and consultation to all directly operated programs on microcomputer issues.
- 2.3 Each Bureau Director, Division/District Chief and Program Head shall designate a member of his/her staff as the PC Coordinator. This individual shall act as a liaison between his/her section and the MIS MAU. The PC Coordinator will be responsible for implementing and monitoring many of the microcomputer policies and procedures.
- 2.4 Each facility will visibly post, near the microcomputer system, the name and telephone number of the person(s) within the facility to contact in the event of loss, damage, misuse, or for any questions regarding the system.

AUTHORITY

County Fiscal Manual, Section 12.1.2
County Fiscal Manual, Section 12.2.0
Auditor Controller ICCP Audit 1988